

## Application Form

<b>Full Name:</b>	
<b>Date of Application:</b>	
<b>School Name and Location:</b>	
<b>Position Applying For:</b>	
<b>How did you hear of this position:</b>	
<b>Please state your notice period:</b>	

### Data Protection

Cognita Schools Limited uses your personal information in accordance with all applicable data protection legislation. For further information about how Cognita uses your personal information, please let us know and we can provide you with a copy of our Privacy Notice.

### Keeping Children Safe in Education

Please note that it is an offence to apply for a role involved in regulated activity relevant to children within schools, if you have been barred from engaging in any regulated activity relevant to children.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers at the time of application. The Ministry of Justice's guidance on the [Rehabilitation of Offenders Act 1974](#) and the [Exceptions Order 1975](#), provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the [DBS filtering guide](#).

## Section 1: Please complete your Details:

<b>Title:</b> Mr/Mrs/Miss/Ms/Dr/Other	<b>First Name:</b>	<b>Middle Name(s):</b>	<b>Surname:</b>
<b>All other names currently used or known by:</b>		<b>All other names previously used or known by:</b>	
<b>Email Address:</b>	<b>Home telephone number:</b>	<b>Mobile telephone number:</b>	<b>National Insurance number:</b>
<b>Current Address</b>  <b>House Name/Number:</b> <b>Street:</b> <b>Town:</b> <b>Postcode:</b> <b>Country:</b>  <b>Date moved to this address:</b>		<b>Permanent or other address used for correspondence (if different from current address)</b>	
<b>Please provide previous addresses covering the last 5 years including dates: (continue on a separate sheet if necessary)</b>		<b>Are you currently entitled to live and work in the UK?</b>  <b>Under the Immigration Act 2016 you will be asked to produce original documentation prior to your start date.</b>  <b>Yes <input type="checkbox"/> No <input type="checkbox"/></b>	
<b>Are you related to, or a close friend of, a member of staff, governor or pupil of this school or company?</b>  <b>Yes <input type="checkbox"/> No <input type="checkbox"/></b>		<b>Nationality: (please provide details if you hold dual nationality)</b>	
<b>If yes, please state the name(s) of the person(s) and relationship:</b>		<b>Former nationality:</b>	
<b>Do you hold a current driving licence?</b>  <b>Yes <input type="checkbox"/> No <input type="checkbox"/></b>		<b>Do you have settled status to remain in the UK? If so, please provide your settled status number:</b>	
<b>Have you lived or worked overseas for a period of three months or more in any one country in the past ten years?</b>  <b>Yes <input type="checkbox"/> No <input type="checkbox"/></b>		<b>If yes, please provide further details, including dates (mm/yy) and which countries you have lived in:</b>	

<p><b>Did you complete your teacher training outside of the UK?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><b>If yes, please provide further details, including dates (mm/yy) and which countries you trained in:</b></p>
<p><b>Have you previously been employed as a teacher outside of the UK?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><b>If yes, please provide further details, including dates (mm/yy) and which countries you taught in:</b></p>
<p><b>Do you have Qualified Teacher status (QTS)?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><b>DfES reference number (also known as a Teacher Reference Number TRN):</b></p>
<p><b>Have you completed NQT Induction?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><b>If yes, please provide the name of the Local Authority:</b></p>



## Section 3: Employment History

Starting with the most recent/current, please detail **all** employment history since leaving school, including any unpaid or voluntary work, whether or not this overlaps with periods of paid employment (e.g. scout leader or sports coach). Please continue on a separate sheet if necessary.

From dd/mm/yy):	To (dd/mm/yy):	Name and full address of employer	Nature of role (Teaching or non-Teaching)	Current or final salary and reason for leaving

**Position held and description of typical duties**

From dd/mm/yy):	To (dd/mm/yy):	Name and full address of employer	Nature of role (Teaching or non-Teaching)	Current or final salary and reason for leaving

**Position held and description of typical duties**

From dd/mm/yy):	To (dd/mm/yy):	Name and full address of employer	Nature of role (Teaching or non-Teaching)	Current or final salary and reason for leaving


**Position held and description of typical duties**

<b>From</b> dd/mm/yy):	<b>To</b> (dd/mm/yy):	<b>Name and full address of employer</b>	<b>Nature of role (Teaching or non-Teaching)</b>	<b>Current or final salary and reason for leaving</b>

**Position held and description of typical duties**

## Section 4: Educational and Academic Qualifications:

Starting with the most recent, please give details of secondary schools, colleges and universities attended with examination dates, results and qualifications obtained. Evidence of qualifications may be requested. Please continue on a separate sheet if necessary.

	Name & Location	Date of Attendance From (dd/mm/yy)	Date of Attendance To (dd/mm/yy)	Full Time/ Part Time	Qualifications obtained and name of awarding body
High School					
College					
University					
Specialised Training					
Other Education					

## Section 5: Gaps in your employment AND Education History

If necessary, please provide details of any gaps in your employment and/or education history of **three months or longer**, e.g. travelling or raising children. If you were not based in the UK during this time, please provide details of your location. Continue on a separate sheet if necessary.

From (dd/mm/yy)	To (dd/mm/yy)	Reason	Location, including residential addresses

## Section 6: Additional Information

**Section 6.1: Please provide details of any employment and/or unpaid/voluntary work that you would continue if employed in this role:**

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## Section 6.2: Relevant Training Courses/Professional Development

Please provide details of any training courses you have attended and/or professional development you have undertaken which you feel would benefit you in this role:

From (dd/mm/yy)	To (dd/mm/yy)	Training	Key Learning Points

## Section 6.3: Membership of relevant professional institutions

Please provide details of your membership of any relevant professional institutions, being sure to state if membership is by examination or otherwise. Please continue on a separate sheet if necessary.

Name and address of professional body	Dates of attendance		Examinations taken or to be taken (with dates)	Qualifications obtained and awarding body
	From dd/mm/yy	To dd/mm/yy		

## Section 7: References

Referee 1: Current or Most Recent Employment		Referee 2: Most Recent Employment	
Name:		Name:	
Job Title:		Job Title:	
Company/School Email:		Company/School Email:	
Company/School Tel:		Company/School Tel:	
Company/School Address:		Company/School Address:	
In what capacity is the above known to you:		In what capacity is the above known to you:	
Please indicate if Referee can be contacted prior to interview:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Please indicate if Referee can be contacted prior to interview:	Yes <input type="checkbox"/> No <input type="checkbox"/>

## DECLARATION

I certify that to the best of my knowledge, the information given in this application is factually correct and I understand that any false information or deliberate omission may, in the event of my employment, result in dismissal or disciplinary action.

I acknowledge that undertaking verification of the information provided in this form is necessary to satisfy Cognita Schools Limited of my suitability for employment at its schools. I hereby authorise Cognita Schools Limited, its schools and its agents to verify the information that I have provided and agree that any person who is contacted as part of this verification process may provide Cognita or its agents with any information about me which that person holds which is relevant to my application.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Disclosure of Criminal Convictions and Rehabilitation of Offenders Act 1974 and Barred Check List Information:

If you are shortlisted for interview, you will be required to complete a Self Declaration Form including details of any criminal records or information that would make you unsuitable to work with children. This is subject to Ministry of Justice guidance on the disclosure of criminal records, and further information can be found at [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/disclosure-of-criminal-records)

If you are a successful candidate, we will be required to carry out a Disclosure and Barring Service check before any employment commences. In the event of employment, any failure to disclose convictions and cautions which calls into question your suitability for employment with children could result in dismissal or disciplinary action. Any information given about convictions and cautions will be treated in strictest confidence. It is a criminal offence for a barred list person to accept or knowingly apply for, offer to do, accept or undertake regulated activity work, paid or unpaid.

### Office Use Only

**Name of Reviewer:**

**Date:**

**Comments/Observations:**